



WHITE BEAR TOWNSHIP
1281 Hammond Road
White Bear Township, MN 55110
Phone: 651-747-2750
Fax: 651-426-2258
wbt@whitebeartownship.org

VARIANCE APPLICATION

Application Fee \$225.00

Variances from the literal provisions of this Ordinance shall only be permitted when they are in harmony with the general purposes and intent of this Ordinance and when the terms of the variance are consistent with the Comprehensive Plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the provisions of this Ordinance. "Practical Difficulties" as used in connection with the granting of a variance means that the property owner proposes to use the property in a reasonable manner not permitted by this Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance if granted will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to inadequate access to direct sunlight for solar energy systems. Variances shall be granted for earth sheltered construction as defined in Minnesota Statutes, when in harmony with this Ordinance. No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The Town Board may impose conditions in granting a variance that are directly related to and in rough proportion to an impact created by the variance. Conditions may be imposed in the granting of variances to insure compliance and to protect adjacent properties.

APPLICANT INFORMATION

Applicant: _____

Address: _____
Street Address *Suite / Unit #*

_____ _____
City *State* *ZIP Code*

Contact Person: _____ Business Phone: _____

Cell Phone: _____ E-Mail Address: _____

PROPERTY INFORMATION

Property Owner: _____

Address of Site: _____
Street Address *Suite / Unit #*

_____ _____
City *State* *ZIP Code*

Contact Person: _____ Business Phone: _____

Cell Phone: _____ E-Mail Address: _____

DESCRIPTION

Zoning: _____

Existing Use of Site: _____

Description of Variance Requested: _____

SETBACKS:	<u>Required</u>	<u>Existing</u>	<u>Requested</u>
Front Yard	_____	_____	_____
Side Yard	_____	_____	_____
Side Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Other (Specify)	_____	_____	_____

REVIEW PROCESS

1. Submit electronically plus 1 hard copy of application and supporting information to the Township. Also submit 10 copies of all plans which exceed 11" x 17" in size. Any application must be received by the 1st Thursday of the month in which the applicant would like the Variance Board to review the proposal.
2. Variance Board Meetings are held on the 3rd Wednesday of the month at 8:00 a.m. at the Town Offices.
3. Planning (4th Thursday of the month @ 6:30pm at the Town office)
4. Town Board (3rd Monday of the following month @ 7pm at the Heritage Hall)

STANDARDS

The Town Board will approve a variance only if it satisfies the description in the **Introduction** on page 1 of this form and the following facts are established.

1. Without variance, applicant would be deprived of rights commonly enjoyed by others in the same district
2. The special circumstances do not result from actions of applicant
3. Granting variance will not confer on applicant any special privileges
4. Will not increase traffic congestion on public streets
5. Will not endanger public safety
6. Will not diminish established property value

CHECKLIST

- Fee \$225.00
- Site Plan (with dimensions to scale)
- Building Locations (dwelling, garage, accessory building)
- Site Improvements (parking areas, drives, sidewalks, fences, decks, lighting, etc)
- Yard (front, side, rear setbacks)
- Wetlands (delineation of streams, water bodies, wetlands & 100 year storm elevation)
- Schedule (when does applicant intend to construct)
- Additional Information if Required
- Certificate of Survey or Full Legal Description

Applicant understands that the Variance Application fee will not be refunded if, after being submitted the application is denied or the applicant chooses to withdraw.

**Prior to applying for a variance, it is recommended that the applicant contact Town staff in order to discuss the proposal*

Applicant Signature: _____ Date: _____



For Office Use Only

Application Received By: _____ Date Received: _____

Payment Received: Fee \$225 Check # _____ Final Approval _____



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Statement of Affected Property Owners

I am the home owner of the property at: _____
I am requesting that the Town of White Bear grant me a variance from Ordinance No. _____, for the following purpose: _____.

My request will be reviewed by the Variance Board and the Planning Commission, with a final decision being made by the Town Board. I must provide the Board with a statement signed by the adjacent property owners, recording their comments relative to my request. Please feel free to write below any comments you may have regarding this issue. This statement must be signed and dated.

PROPERTY OWNERS

Name: _____

Address: _____
Street Address *Suite / Unit #*

City *State* *ZIP Code*

Comments: _____

Signature: _____ Date _____ E-Mail Address: _____

PROPERTY OWNERS

Name: _____

Address: _____
Street Address *Suite / Unit #*

City *State* *ZIP Code*

Comments: _____

Signature: _____ Date _____ E-Mail Address: _____

Name: _____

Address: _____
Street Address *Suite / Unit #*

City *State* *ZIP Code*

Comments: _____

Signature: _____ Date _____ E-Mail Address: _____

Name: _____

Address: _____
Street Address *Suite / Unit #*

City *State* *ZIP Code*

Comments: _____

Signature: _____ Date _____ E-Mail Address: _____

Name: _____

Address: _____
Street Address *Suite / Unit #*

City *State* *ZIP Code*

Comments: _____

Signature: _____ Date _____ E-Mail Address: _____